



Jet Propulsion Laboratory  
Invoice Management Section  
Mail Stop 601-209  
4800 Oak Grove Drive  
Pasadena, CA 91109-8099

Invoice Instructions

## Purchase Orders (POs) Invoicing Instructions

Submit the invoice and any required backup documents through email or regular mail:

1) Send an email to  
[ap.invoices@jpl.nasa.gov](mailto:ap.invoices@jpl.nasa.gov) with the invoice  
and backup documents attached in one of  
the following electronic record file formats:  
.pdf, .tif, .jpg, .bmp, or .gif

**OR** 2) Mail the **original invoice** to:  
Jet Propulsion Laboratory  
Invoice Management Section  
Mail Stop 601-209  
4800 Oak Grove Drive  
Pasadena, CA 91109

### Invoice Requirements

- ☒ 1. Invoice Date
- ☒ 2. Purchase Order Number
- ☒ 3. Tax Identification Number (TIN)
- ☒ 4. Invoice Number
- ☒ 5. Remittance Address
- ☒ 6. Bill To
- ☒ 7. Ship To
- ☒ 8. The following detail by line item:
  - ☒ 8.1 Quantity
  - ☒ 8.2 Description of item or service
  - ☒ 8.3 Unit price (if applicable)
  - ☒ 8.4 Subtotal (if applicable)
  - ☒ 8.5 Invoice subtotal (if applicable)
  - ☒ 8.6 Applicable state sales, use tax, or federal excise tax percentage and amount
- 9. Freight cost
- ☒ 10. Total amount due
- ☒ 11. If freight costs exceed \$100.00, you must attach a copy of the freight bill. If you do not have the freight bill, complete and sign the statement below and either include it on the invoice or attach it separately to the invoice.

*"I certify that the shipments identified below have been made, transportation charges have been paid by (supplier name), and paid freight or comparable receipts are not obtainable."*

\_\_\_\_\_  
Signature



Web Site: <http://invoice.jpl.nasa.gov>  
Email: [invoice@jpl.nasa.gov](mailto:invoice@jpl.nasa.gov)  
Phone: (818) 354-7768

1

18-FINAL-20080722\_Purchase Orders.doc



Jet Propulsion Laboratory  
Invoice Management Section  
Mail Stop 601-209  
4800 Oak Grove Drive  
Pasadena, CA 91109-8099

Invoice Instructions

## Notes

- A. These instructions, which are made part of your purchase order by reference, are intended to provide guidance regarding submitting invoices to JPL so that we can process them for payment as quickly as possible. Regardless of these instructions, all JPL subcontractors remain solely responsible for compliance with the terms and conditions of their purchase orders and all applicable laws. To the extent of any inconsistency between these instructions and the corresponding purchase order, please refer to the Order of Precedence General Provision.
- B. The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by your purchase order, including these instructions. Invoices must be prepared on commercial invoices (e.g. company's letterhead). We cannot accept invoices prepared on a Public Voucher SR # 1034 form.
- C. We take the following steps in an attempt to pay every invoice that complies with these instructions within 30 days of invoice receipt at JPL Invoice Management Section:
  - 1. Once we receive your invoice, we review each invoice for the above requirements.
  - 2. If the invoice does not meet any of the requirements, we will contact you ASAP and may request a correction and/or resubmission.
  - 3. We will then process your invoice for payment.
- D. For faster payment, IMS recommends signing up for Electronic Funds Transfer (EFT). Please visit <http://invoice.jpl.nasa.gov/IMS-Forms.cfm> and download the EFT Authorization form.



Web Site: <http://invoice.jpl.nasa.gov>  
Email: [invoice@jpl.nasa.gov](mailto:invoice@jpl.nasa.gov)  
Phone: (818) 354-7768

2

18-FINAL-20080722\_Purchase Orders.doc

## SAMPLE INVOICE – PURCHASE ORDERS

The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.

- |                                       |                                 |
|---------------------------------------|---------------------------------|
| 1. Invoice Date: 7/1/2008             | 5. Remit To:                    |
| 2. JPL Purchase Order Number: 1234567 | ABC Company                     |
| 3. TIN: 12-3456789                    | ABC Company Accounts Receivable |
| 4. Invoice Number: 10-234-6           | 567 Any Street                  |
|                                       | Anytown, VT 12345-1234          |

6. Bill To	7. Ship To
Jet Propulsion Laboratory Accounts Payable Mail Stop 601-209 4800 Oak Grove Dr. Pasadena, CA 91109-8099	Jet Propulsion Laboratory Central Receiving 4800 Oak Grove Dr. Pasadena, CA 91109-8099

8.1 Quantity	8.2 Description	8.3 Unit Price	8.4 Subtotal
6	Ergonomic desk chairs	\$230.00	\$1380.00
14	24 inch x36 inch wall-mount whiteboards	\$137.00	\$1918.00
8.5 Invoice Subtotal			\$3298.00
8.6 California State Sales Tax (8.25%)			\$272.10
9. Freight			\$70.00
10. Total Amount Due			\$3640.10

<p style="text-align: center;"><b>11.</b> <b>Freight Bill</b></p> <p>If freight costs exceed \$100 and you do not have the freight bill, please complete the statement below and fill in the required information.</p> <p><i>"I certify that the shipments identified below have been made, transportation charges have been paid by (<b>supplier name</b>), and paid freight or comparable receipts are not obtainable."</i></p> <p>_____ <i>Signature</i></p>
---